

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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SECRETARY OF THE SENATE
PUBLIC RECORDS

2019 NOV - 1 AM 11: 23

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): World Vision Incorporated and Save the Children

Travel date(s): September 28, 2019 through October 5, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2827.77	\$731	\$356.27	\$166.10 (for business visa)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary.

11/1/19
(Date)

Jessica Pavel

(Printed name of traveler)

Jessica Pavel

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/1/19
(Date)

Michael Ramsey
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Jessica Lynn Pavel

Name of Traveler: _____

U.S. Senator Mitt Romney (R-UT)

Employing Office/Committee: _____

Private Sponsor(s) (list all): World Vision Inc, Save the ChildrenTravel date(s): September 28, 2019 - October 5, 2019*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Malawi

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am responsible for Sen. Romney's health care portfolio, which subsumes both domestic and global health. This trip is specifically designed to aid health staff in understanding quality and access issues of remote health care, how U.S. foreign aid – specifically targeted or health programs – is utilized, and the challenges of remote care for economic, social, and political development. Sen. Romney has a particular eye towards global policy, and this is an important trip to understand how U.S. aid provides delivers critical health services and demonstrates a necessary soft power.

N/A

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/27/2019
(Date)Jessica Pavel
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Mitt Romney hereby authorize Jess Pavel
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

08/26/19
(Date)Mitt Romney
(Signature of Supervising Senator/Officer)



July 26, 2019

**Jess Pavel
Legislative Assistant
Senator Mitt Romney
124 Russell Senate Office Building
Washington, D.C. 20510**

Dear Jess:

World Vision and Save the Children are pleased to invite you on a unique Learning Trip to Malawi. There, you will have the opportunity to see firsthand how U.S. investments are working to address Malawi's key development challenges and improve the health of vulnerable populations. The trip will take place from September 28 – October 5, 2019 (including travel days) and include meetings with U.S., Malawian, and NGO partners, visits to program sites in the field, and interactions with community workers and those who benefit from these programs.

We hope this trip will be a resource for your office as you consider the U.S. Government's role in overseas development assistance, in particular maternal and child health, nutrition, and early child development. On the trip, you'll visit World Vision, Save the Children, and partner programming focused on solving key challenges in these areas. You'll have the opportunity to interact with community workers and beneficiaries, as well as witness innovative development solutions that are empowering hundreds of thousands of Malawians. You'll also dialogue with government officials who implement these solutions on a local and national stage.

Despite over 50 years of peaceful independence, Malawi remains one of the poorest countries in the world, with more than half of the country's 19 million people living below the poverty line. In FY18, Congress appropriated more than \$250 million for foreign assistance to Malawi, with more than 75 percent supporting the health sector. Although Malawi continues to score poorly on major health indicators for maternal, infant, and under-5 mortality, Malawi has achieved dramatic gains by focusing on the improved delivery of essential health services. The Government of Malawi reduced maternal mortality by 53 percent between 1990 and 2013, and Malawi is one of few sub-Saharan African countries that achieved Millennium Development Goal (MDG) 4 for child survival by 2015. Even with the gains in child health, 37 percent of Malawian children suffer from chronic malnutrition. Over a third of established positions in the health sector are vacant, and there is a perpetual shortage of qualified health workers in facilities across the country. Such tremendous health challenges, combined with constrained economic resources and marginalized women and youth, place a significant burden on the health system. USAID programs improve social development and increase sustainable livelihoods. Our partnership with the government and Malawians is based on true accountability and collaboration.

We hope that you will be able to participate in this exciting educational opportunity. Please feel free to reach out if you have any questions.

Sincerely,

Robert L. Borchitz

Robert Zachritz
Vice President, Advocacy & Government Relations
World Vision US

Michael Khan

Michael Klosson
Vice President, Policy and Humanitarian Response
Save the Children

United States Senate

SELECT COMMITTEE ON ETHICS

September 17, 2019

Jessica Lynn Pavel
Office of Senator Mitt Romney
United States Senate
Washington, DC 20510

Dear Ms. Pavel:

This responds to your recent correspondence concerning an invitation you received to travel on a fact finding trip to Lilongwe, Mangochi, and Blantyre, Malawi, on September 28–October 5, 2019, sponsored by World Vision, Inc. and Save the Children Federation, Inc. (collectively, the Sponsors). The Sponsors certified to the Select Committee on Ethics (the Committee) that they will pay the *necessary expenses*¹ related to the travel and that neither Sponsor is a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. Save the Children Federation, Inc. has also certified that although it retains or employs one or more registered lobbyists, it is an organization designated under § 501(c)(3) of the Internal Revenue Code,² and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.³ World Vision has certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, neither Sponsor is a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² 26 U.S.C. § 501(c)(3).

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁴ However, the Sponsors represented to the Committee that they are § 501(c)(3) public charities, as opposed to private foundations, pursuant to the Internal Revenue Code.⁵

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁶ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual⁷ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

⁴ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁵ 26 U.S.C. § 501(c)(3).

⁶ 5 U.S.C. § 7342.

⁷ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayzer

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors):
World Vision Incorporated and Save the Children
 2. Description of the trip: Educational trip to view international development programs on maternal and child health, nutrition and livelihoods in Malawi, with a focus on US government supported programs
 3. Dates of travel: September 28, 2019 - October 5, 2019
 4. Place of travel: Malawi - Lilongwe, Mangochi, Blantyre
 5. Name and title of Senate invitees: See Addendum A
 6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

organizations are jointly coordinating all other planning and conducting of the trip.

- The trip relates to the sponsor missions by highlighting how health issues in Malawi impact poverty.

- previously sponsored Congressional trips in recent years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each sponsor hosts congressional briefings, educational meetings, and provide educational materials for congressional offices to assist with understanding of foreign affairs issues, particularly as they relate to children and their families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$4,000 (See addendum B)	\$711 (See addendum B)	\$315 (See addendum B)	\$120 (See addendum B)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B, the trip is organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

Malawi is a priority country for several U.S. government health programs, which is the focus area for the trip, and both World Vision and Save the Children have strong capacity in the country.

19. Name and location of hotel or other lodging facility:

President Walmont Hotel (Lilongwe, Malawi), Sunbird Ku Chawe Hotel (Zomba, Malawi), Sunbird Mount Soche Hotel (Blantyre, Malawi)

20. Reason(s) for selecting hotel or other lodging facility:

All three hotels were chosen due to adequate security and proximity to meetings and site visits.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the September 28-October 5, 2019 trip
to Malawi is true, complete, and correct.
Dates of Travel (Month Day, Year)
Place of Travel

Signature of Travel Sponsor: Jill Carney
Name and Title: Jill Carney, Associate Director of Global Health and Development Policy

Name of Organization: Save the Children

Address: 899 N. Capitol St. NE, Suite 900

Telephone Number: 202-794-1869

Fax Number: _____

E-mail Address: jcarney@savechildren.org

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Malawi Congressional Staff Learning Trip

September 28 – October 5, 2019

Transit Day – Saturday, September 28

11:00am Depart Washington, D.C. from Dulles to Lilongwe on Ethiopian Airlines

Day 1 – Sunday, September 29

3:30pm Arrival in Malawi – Staff will be at the airport to greet the group.

4:00pm–5:15pm Transit to President Walmont hotel and check in.

6:30pm–8:00pm Welcome working dinner with World Vision and Save the Children Malawi staff. Overview of the two organizations and programs in Malawi.

Overnight: President Walmont, Lilongwe

Day 2 – Monday, September 30

Location: Lilongwe

Attire: Business Casual

8:30am–9:30am Working breakfast. Security and protocols briefing.

9:30am–11:30am USAID Mission Briefing with Mission Deputy Director Catie Lott and representatives from Maternal and Child Health, Nutrition, Education and Food Security teams. Discussion will focus on U.S. government investments, strategies, and priorities in Malawi, with the goal of giving trip participants an improved understanding of the U.S. government's role in these sectors. In particular, we will focus on the health sector as the primary focus area for the trip. This discussion will help set the stage for field visits and give context to the work that will be seen over the course of the trip.

11:45am Transit to Latitudes Restaurant for lunch

12:00pm–1:30pm Working lunch with World Vision and Save the Children Malawi staff and other development partners. Debrief of meeting with USAID and discussion of challenges and opportunities for partnership with the US government from the perspectives of implementing partners. Invited partners include Management Sciences for Health, the World Food Program, and Baylor University

1:30pm–2:00pm Transit to Malawi Ministry of Health.

2:00pm–3:30pm Meeting with Malawi Ministry of Health officials, including Minister of Health and Population Hon. Jappie Mhango and other technical experts on maternal and child health, nutrition, HIV/AIDS, and malaria. Discussion of the current health challenges in Malawi and priorities for the government, including efforts to improve domestic funding for global health and strategies to address the leading causes of death for mothers and children. Meeting will help grow understanding of the role of the Ministry of Health and Population and how it works in collaboration with the U.S. government.

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Jess Pavel, Legislative Assistant
Megan Reiss, Nat'l Security Policy Adviser
Daisy Beldsoe-Herring, Legislative Aide
Katie Wright, Health Policy Adviser
Matt Williams, National Security Advisor
Katie Peake, Legislative Correspondent
Devin O'Brien, Legislative Correspondent
Allison Feikes, Legislative Assistant
Kate Hunter, Legislative Assistant
Judd Gardner, Legislative Assistant
Igor Khrestin, National Security Advisor
Kyle Green, Legislative Correspondent
Dylan Clement, Legislative Correspondent
Katherine Jackson, Professional Staff
Mike Callesen, Policy Analyst
Cassie Leonard, Legislative Assistant
Nick Rawls, Policy Adviser
Wayne Jones, Policy Adviser
Kendall Garraway, Legislative Assistant
Sam Fellman, Policy Adviser
Ani Toumajan, Legislative Assistant
Liz Lewis, Senate Foreign Relations
Katie Perry, Legislative Correspondent
Robert Waisanen, Legislative Assistant
Katherine Close, Legislative Aide
Erum Ali, Policy Adviser
Maggie Angel, Legislative Correspondent
Bethany Carter, Legislative Assistant

Addendum B

- U.S. Department of State daily maximum per diem rates for Malawi (including lodging and M&IE):
 - Lilongwe – \$236 (lodging \$150, M&IE \$86)
 - Blantyre – \$230 (lodging \$146, M&IE \$84)
 - Zomba (Mangochi) - \$198 (lodging \$117, M&IE \$81)
- Daily expenses for this trip:
 - September 29 – City: Lilongwe
Lodging - \$147, meals - \$30 (good faith estimate), total = **\$177**
 - September 30 – City: Lilongwe
Lodging - \$147, meals - \$75 (good faith estimate), total = **\$222**
 - October 1 – City: Zomba/Mangochi

Lodging - \$130 (option is over per diem but was chosen due to proximity to site visits and appropriate security), meals - \$50 (good faith estimate), total = **\$180**

- October 2 – City: Blantyre
Lodging - \$140, meals - \$50 (good faith estimate), total = **\$190**
- October 3 – City: Lilongwe
Lodging - \$147, meals - \$60 (good faith estimate), total = **\$207**
- October 4 – City: Lilongwe
Lodging - \$0 (overnight flight), meals - \$50 (good faith estimate), total = **\$50**
- Transportation expenses:
 - In country transportation (rented buses and Toyota Prado SUVs) = \$300 per person
 - In country roundtrip charter flights - \$1500 per person
 - Roundtrip international coach flights - \$2200 per person
- Other estimated expenses:
 - Visa expenses - \$120 per person

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Addendum C:

Additional explanation of charter flight

World Vision plans to charter in-country flights (inquiries in progress) for travel from Lilongwe to Machinga on October 1st and from Blantyre to Lilongwe on October 3rd. Class of travel is coach.

We have chartered due to security and logistics concerns.

11-11-68



MALAWI AIR FORCE

CERTIFICATE OF RELEASE TO SERVICE

AIRCRAFT DATA

TYPE DORNIER 228 SERIAL No 8148 REG No MDFAW 1103
AIRFRAME HOURS 3099:45 LANDINGS 5735

2. SCHEDULED MAINTENANCE CARRIED OUT

2. SCHEDULED MAINTENANCE CARRIED OUT
12 MONTH INSPECTION ON AIRFRAME
12 MONTH INSPECTION ON ENGINES
12 MONTH INSPECTION ON AVIONICS
400 HOURS INSPECTION ON ENGINES
400 HOURS INSPECTION ON PROPELLERS

3. NEXT SCHEDULED MAINTENANCE IS DUE ON/AT

3150 AIRFRAME HOURS

4. AIRWORTHINESS

It is hereby certified that the work recorded above has been carried out in accordance with Malawi Air Force regulations and the requirements of the aircraft manufacturer, Ruag Aerospace Services, in that respect, the aircraft is considered airworthy and fit for release to service.

[5] DETAILS OF CERTIFYING AUTHORITY

NAME: MAJOR JULIUS M. DOKHUE

NOMINATION INSPECTOR

SIGNATURE *[Signature]*

DATE AND PLACE OF ISSUE: 16 JULY, 2019, ZOMBA

STAMP



CERTIFICATE NO. 2-08-05-001

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AIRWORTHINESS LIMITATIONS SECTION

05-05-00 - Authority Approval Sheet